

EMERGENCY CERTIFICATE OVERVIEW

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

The emergency teaching and emergency substitute certificate request is available only through the employing school district. The request is a two-page form; the district must complete page one and the applicant must complete page two before submitting the form to the Arizona Department of Education. Please review all requirements for initial issuance and re-issuance to ensure the submission of all necessary materials. The Arizona Department of Education is unable to process emergency certificate requests as a same-day service. Your certificate will be mailed to you within three to five business days, provided all the appropriate materials have been submitted. To view requirements for emergency teaching and emergency substitute certificates please use the following link: <http://www.ade.az.gov/certification/requirements/emergency/default.asp>.